

# State Tax Commission of Missouri

## JOB OPPORTUNITY

**Position:** Assessment/Appraisal Representative

**Responsibilities:** This position will involve working with county assessment officials providing technical assistance, statistical analysis and assessment monitoring throughout the State of Missouri. Work involves assisting county assessors and their staffs; serving as liaison between the State Tax Commission and the county assessment offices; possibly conduct appraisals which monitor and measure the quality of assessments in each county. Work also involves monitoring assessors in the implementation of their assessment plan.

**Requirements:** Must have a valid Missouri driver's license, be willing to travel throughout the state, possess good organizational and self-motivational skills, be familiar with the use of computers, have high speed internet access from home office setting and be capable of making independent decisions. Use of personal vehicle for state business use may be required. A background in real estate, appraisal and/or prior experience in the assessment field is preferred. Missouri Appraisal Certification is beneficial for this position.

**Location:** The applicant must also live in the central or southeast part of the State.

**Salary:** UCP Pay Grid "A", Range 18 Assessment Representative I, Range 23 Assessment Representative II (Appropriated level \$29,900 – \$36,800 annually)

**Application Process:** If interested in applying, please submit a completed application, current resume, cover letter and transcripts, if applicable, to the address listed below. All applications/resumes must be received no later than March 27, 2015. The State Tax Commission of Missouri application is available online at <http://stc.mo.gov/employment-opportunities> may be requested by contacting Human Resources at the telephone number or e-mail address listed below:

State Tax Commission of Missouri  
ATTN: Human Resources  
PO Box 146  
Jefferson City, MO 65102-0146  
Phone: (573) 751-2414  
Fax: (573) 751-1341  
E-mail: [stc@stc.mo.gov](mailto:stc@stc.mo.gov)

**Affirmative Action/Equal Opportunity Employer**